

Communications Unit Training Coordination Procedure

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Overview



- The PSIC Office, in coordination with ADEM and the NIMS-CU Workgroup, developed the draft AZ Communications Unit Training Coordination Procedure.
- The Procedure will:
 - Serve as a guide for offering consistent and timely delivery of Communications Unit Training Courses statewide to qualified individuals
 - Support use of County training funds for such training (which is now FEMA approved)
- This presentation will provide background and key information from the Procedure.
- The NIMS-CU Workgroup recommends this Procedure to SIEC for approval.

Background: SIEC Actions to Date



- The SIEC Communications Unit Working Group, staffed by PSIC, developed a COML Recognition Program:
 - approved by SIEC on May 18, 2010
 - approved by PSCC on July 20, 2010
- The Recognition Program is available online at:
http://www.azgita.gov/psic/library/standards/Arizona_Regional_COML_Recognition_07202010.pdf
- On August 17, 2010 SIEC formed the NIMS Communications Unit (NIMS-CU) Workgroup and approved its Policies and Procedures:
http://www.azgita.gov/psic/library/coml/NIMS-CU_Policies_and_Procedures.pdf

Comm Unit Training - To Date



- To date, there have been six COML Training Courses in Arizona:
 - Phoenix (2)
 - Flagstaff
 - Tucson
 - Yuma
 - Sierra Vista
- DHS is in the process of launching a course for COMTs. PSIC requested a COMT course as part of its 2011 TA Request.
- PSIC and ADEM have been receiving requests for additional training, particularly in light of the courses being given FEMA numbers.

Procedure Document



The Procedure is divided into the following sections :

1. Introduction
2. Training Course Information
3. Course Instructor Information
4. Developing a Group of Arizona Instructors
5. Course Documentation
6. Communications Unit Training Requests and Inquiries
7. Communications Unit Training Coordination
8. Issues

1) Introduction



- The Procedure defines:
 - Requirements for Communications Unit Training Instructors
 - How we will develop a group of OEC approved Arizona based instructors
 - How Communications Unit training requests will be handled
- DHS definitions of COML and COMT are noted.
- Background regarding Communication Unit Training is provided.
- Review and update of the Procedure by SIEC as needed is contemplated.

2) Training Course Information



- Eligible individuals must complete a federally recommended training course compliant with the National Incident Management System (NIMS) as follows.
 - COML
 - » 3-day curriculum (24 total hours); 4 day course being launched soon
 - » Led by two trained and federally recognized Instructors
 - COMT
 - » 5-day curriculum (40 total hours)
 - » Led by two trained and federally recognized Instructors
 - COM Train the Trainer (T-t-T)
 - » Single day curriculum (8 total hours)
 - » Led by one trained and federally recognized Instructor
 - » Also requires adjunct instruction of at least one Communications Unit Course

3) Course Instructor Information



- DHS provided a Communications Unit Leader Implementation Best Practices Guide (http://www.azgita.gov/psic/library/coml/coml_best_practices.pdf).
- In accordance with the Guide, to be a COML/COMT Instructor, an individual must:
 - Be recognized by the State as an All-Hazards COML or COMT
 - Be approved by the Arizona Statewide Interoperability Coordinator (SWIC) as an Instructor candidate
 - Successfully complete a federally recommended COML/COMT Train-the-Trainer (TtT) Course
 - Serve as an adjunct Instructor (“Instructor in training”) with a lead Instructor for at least one COML/COMT Course
 - Have their Instructor Task Book signed by the lead Instructor of the COML/COMT Course with whom they teach
- To be a COM T-t-T Instructor, and individual must meet the requirements established by OEC.

4) Developing a Group of Arizona Instructors



- Currently, Arizona only has one federally recognized COML Instructor.
- The State will develop a local group of qualified COML Instructors by:
 - Requiring that the lead Instructor supports the participation of an appropriate Instructor in training from Arizona
 - Coordinating the participation of an Instructor in training for each Course
- The lead Instructor will contact the PSIC Office to identify if there are any eligible Instructor in Training; if there are none, this requirement will not apply.
- Additional Local Instructors will benefit the State as:
 - They will add local information and examples to enhance course utility
 - Reduce travel costs for each course

5) Course Documentation



- At the conclusion of each Communications Unit Training Course, OEC or their designee currently provides a Certificate of Completion to each student and to the student's State Administrative Agency (SAA).
- Arizona's SAA – the Arizona Department of Homeland Security (AZDOHS) – forwards copies of all Certificates of Completion to the PSIC Office for record keeping.

6) Training Requests and Inquiries



- Communications Unit Training Request
 - A County interested in sponsoring a Communications Unit Training Course should contact the Arizona Division of Emergency Management (ADEM). ADEM will then notify the PSIC Office.
- Class Notification List
 - Individuals interested in attending a Communications Unit Training class should sign up online to be notified about upcoming COML Training Courses: <http://www.azgita.gov/psic/library/coml/training.htm>.
 - Once a course is scheduled, the ADEM class registry will be used by individuals who wish to sign up for the class on a first come, first served basis.

7) Training Coordination



There are several methods of procuring a Communications Unit Training Course:

- A. A County wishing to use funds administered by ADEM may request any Federal Emergency Management Agency (FEMA) approved course through ADEM. [Note: Currently the COML Course is FEMA approved but approval of other Communications Unit Courses is planned.]
- B. Interoperable Emergency Communications Grant Program (IECGP) or other Homeland Security grants may be requested for Communications Unit Courses as these courses are part of Arizona's Statewide Communications Interoperability Plan (SCIP) Strategic Initiative #10.
- C. The PSIC Office may request a Technical Assistance (TA) offering for a training course through the DHS OEC Interoperable Communications Technical Assistance Program (ICTAP). Only 5 TA requests may be submitted annually for all technical assistance (i.e., workshops, assessments, consulting, etc.) of every type and usually few TAs are granted than requested.
- D. An organization may use other available funds to procure the course.

7) Training Coordination *cont'd*



The following steps apply to training requests utilizing grant funds administered by ADEM [Note: ***This is a proposed procedure pending guidance from EMI and the ADEM Director***]:

1. Required documentation shall be submitted to ADEM by the requesting agency for funding approval.
2. The PSIC Office may consult with ADEM and the local requesting agency to determine whether training in that location will be attended at a sufficient level to justify a course offering based on past attendance, expressions of interest for additional courses and other courses planned from other funding sources.
3. ADEM shall complete a call for Instructors using the OEC approved Instructor list with preference given to use of Arizona Instructors. The call to Instructors shall specify that the OEC approved lead Instructor must use an Instructor in training for the course and that individual will be selected from eligible candidates by the PSIC Office.

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7) Training Coordination *cont'd*



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4. ADEM shall consult with the PSIC Office to review the responses to the call for Instructors to select one or two Course Instructors that have the appropriate skill set for the requested course.
5. If there are eligible candidates, the PSIC Office shall contact and arrange for the qualified individual(s) to serve as Instructor(s) in training for the course.
6. The Communications Unit Training Course shall be coordinated and scheduled in accordance with availability, course and contract requirements.
7. Course enrollment will be managed through the Event Registration and Management Application (ERMA).
8. The Training Provider shall conduct the contracted Communications Unit Training Course. A participant list shall be available to the PSIC Office through ERMA.
9. Successful completion by participants shall be recognized and documented (see Course Documentation section).

8) Issues



- Any concerns regarding the operation of this procedure will be directed to the PSIC Office.
- If the concerns persist, they will be directed to the SIEC NIMS-CU Workgroup for review and recommendation.

Approval?; Next Steps



Further Discussion; Questions?

Possible Approval

Next Steps: If this procedure is approved by SIEC:

- It will be posted on the PSIC website and sent out to all interested parties (about 650 people).
- The PSIC Office will continue collaborative efforts with ADEM and the NIMS-CU Workgroup in support of the processes described in the Procedure.